



PowerPoint is a presentation program that can be a valuable tool for teachers and students. Using the hyperlinking feature you can build a presentation that is engaging and interactive. In addition, it is very easy to convert your finished product into HTML files for posting on the Web.

TIP: It is a good idea to storyboard your presentation before you begin constructing it.

Getting Started

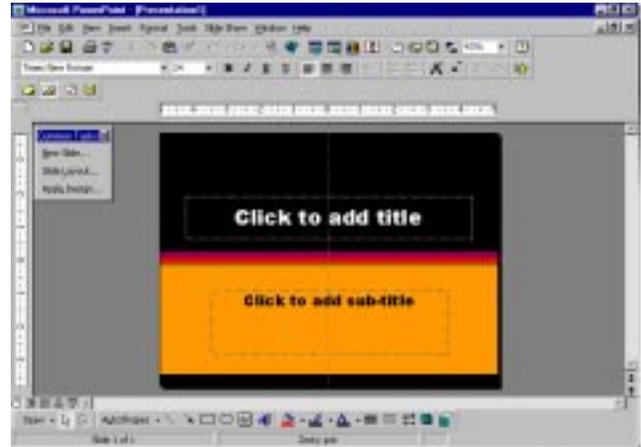
- 1, Start PowerPoint.
2. You can choose the wizard tool, a template, or a blank presentation. Choose **template**.



3. Choose the **ZESTY.POT** template.

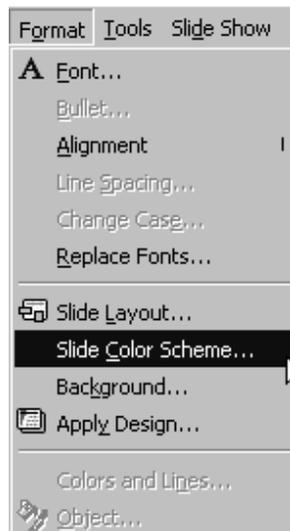


3. The **New Slide** auto layout screen appears. You can select from a variety of pre-designed layouts. These can be very useful depending on the type of presentation you want to create. Choose the layout design for your first slide. It will probably be the first one in the top row. Click **OK**. The slide layout you chose will appear.

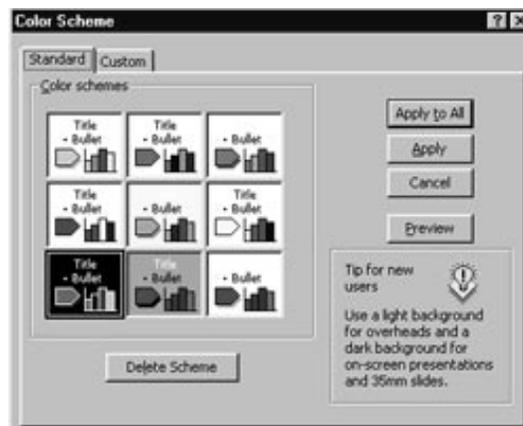


Color Selections

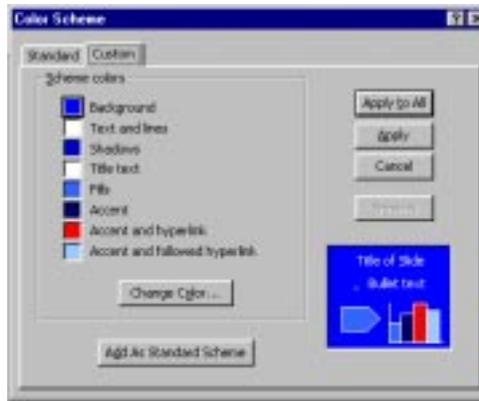
1. Select **Slide Color Scheme** from **Format** in the menu.



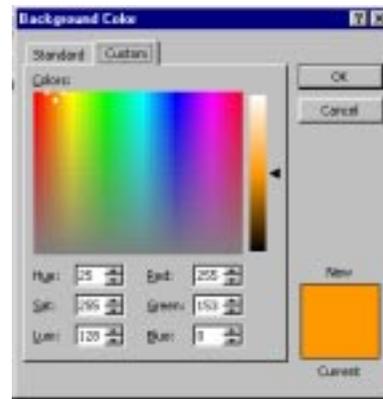
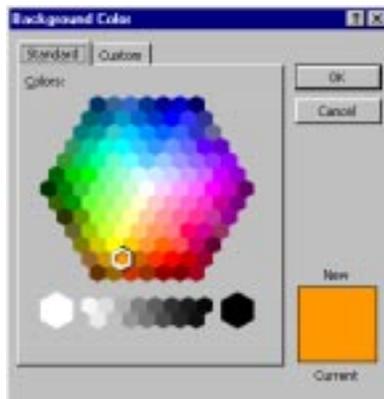
3. You can choose from the standard colors that are pre-selected or choose your own by selecting custom. Click on **Custom**.



3. To change the colors, click on the box next to the item you want to change. Click on **change colors**.



4. Choose from a predefined color or custom palette. Click on **OK**.



5. Repeat Steps 3 and 4 until you have the desired colors. Click on **Apply to All**.

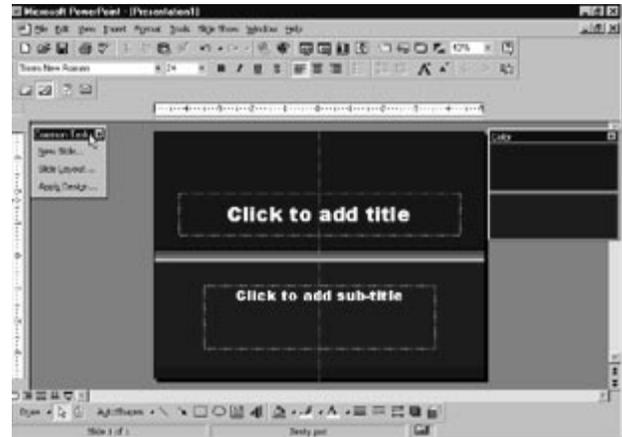
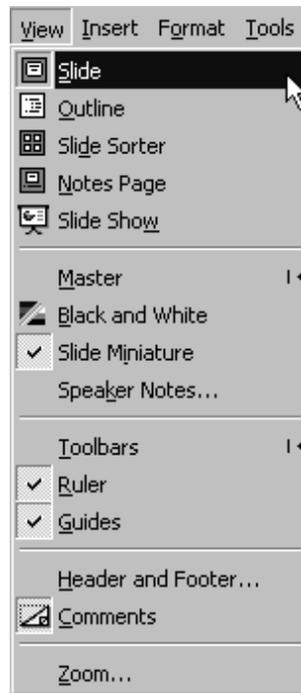
TIP: Try all kinds of colors. When you click on Apply to all, it will apply the colors to all of your slides. View your slide and evaluate how it has changed the elements.



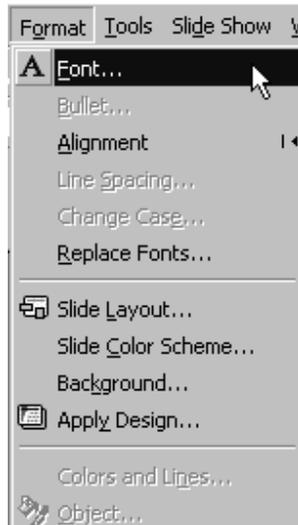
Making Your Slide Show

Title Slide

1. Select **Slide** from the **View** menu. You should see the layout you chose at the beginning of this tutorial with your new colors.

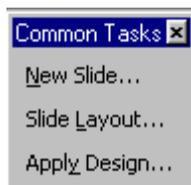


2. Click to **add title**. You can choose different fonts by selecting **Font** from the **Format** menu. Type in the title of your slide presentation. Type in a sub-title. This can be your name or the name of your institution.



Inserting a Picture

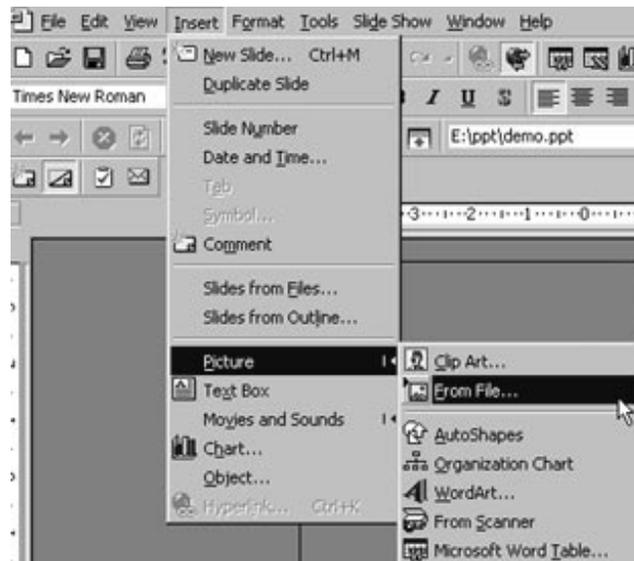
1. Click on **New Slide** in the **Common Tasks** window.



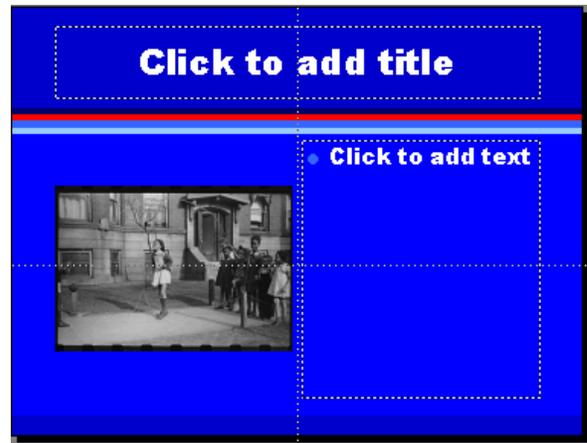
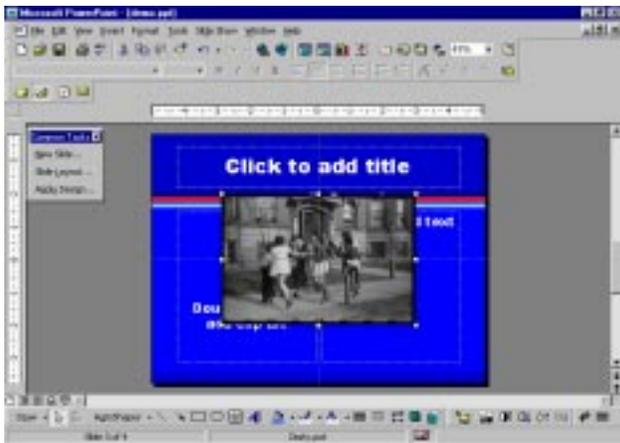
2. Choose the **Clip Art and Text** slide.



3. Insert a picture on your slide by selecting **picture from file** in the **Insert** menu. Locate your file in the directory where you have your images stored. Select the file and click on **Insert**.



4. Your image will be placed on the slide. Now drag it over to the clip art area. PowerPoint will automatically resize the image to fit into that frame. **Type in a title** and **add text** in the boxes.



5. If you want to add text under the photograph, you will first need to create a text box. Select **text box** from the **Insert** menu. Draw the width and height of the area, then type the information. Remember you can control the font attributes by highlighting the text and selecting **Font** from the **Format** menu.

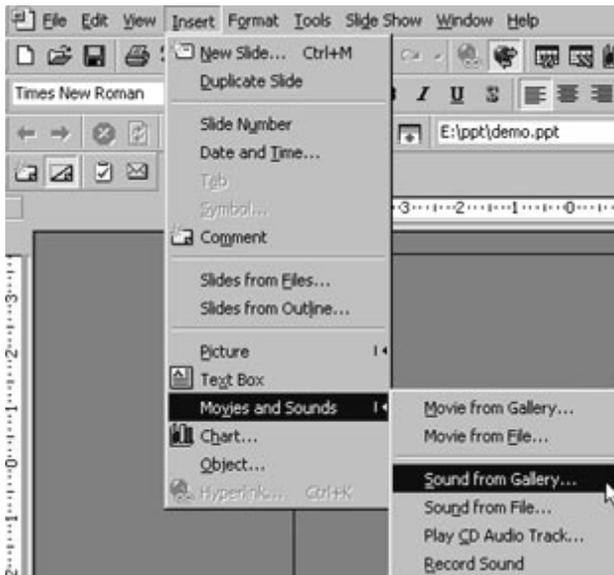
Inserting a Sound File

1. Click on **New Slide** from the **Common Tasks** window. Select the **2 Column Text** slide.

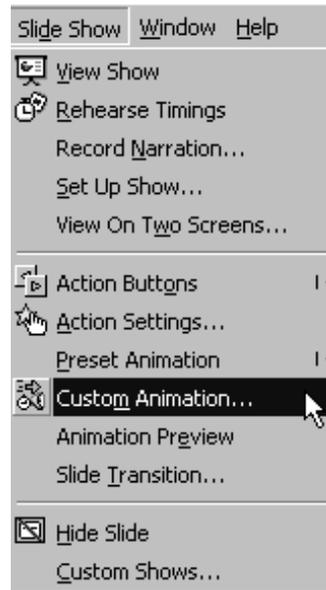


2. Add a sound by selecting **Movies and Sounds** then **Sound from File** in the **Insert** menu. Choose the sound file from the directory where your sound files are stored. A sound icon designates your active file. Drag the icon to the top of the columns. Insert a text box and type in a title for your sound. Type in a main title. Add text in each of the two columns such as the name of the collection and any information about the sound recording.

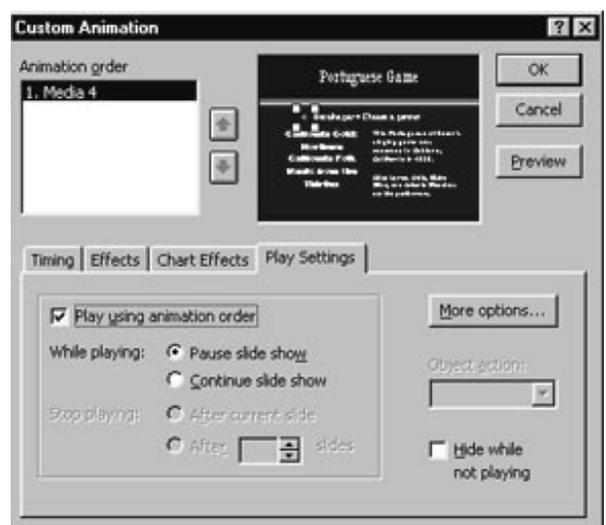
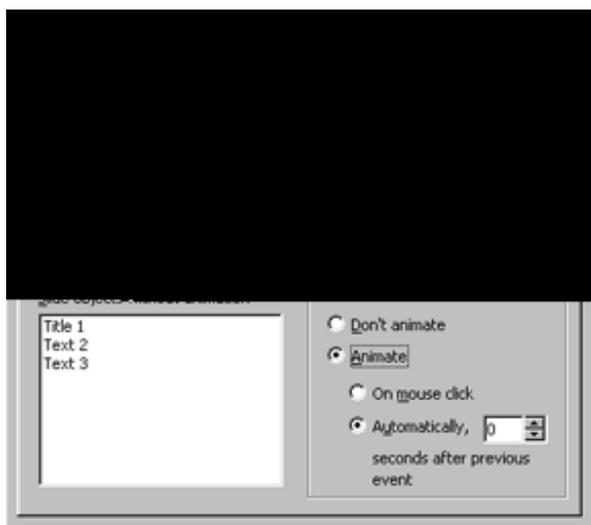
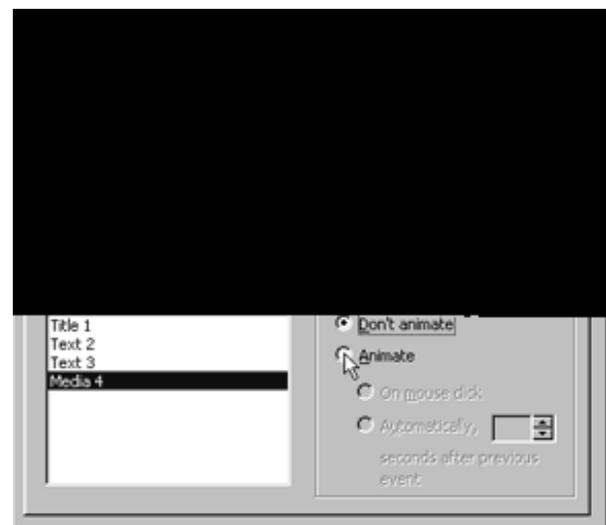
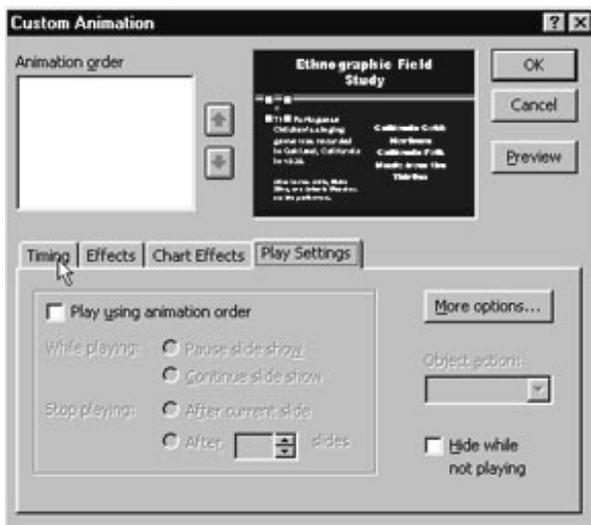
TIP: To eliminate the bullet, highlight the text box and select **Bullet** from the **Format** menu. Uncheck **Use a Bullet**.



3. You will want to control when and how your media files play. This is managed by animation. Highlight your sound icon. Select **Custom Animation** from the **Slide Show** menu.



4. Select **Timing**. Select the **Media** file. Click on **Animate** and **On mouse click**. Next click on **Play Settings**. Select **Play using animation order** and **Pause slide show**.

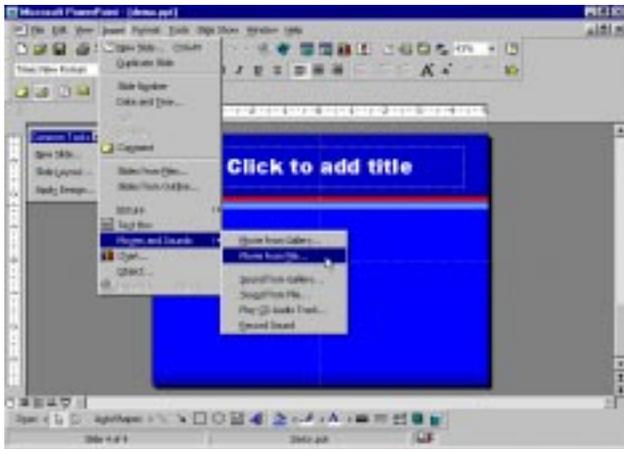


Inserting a Movie

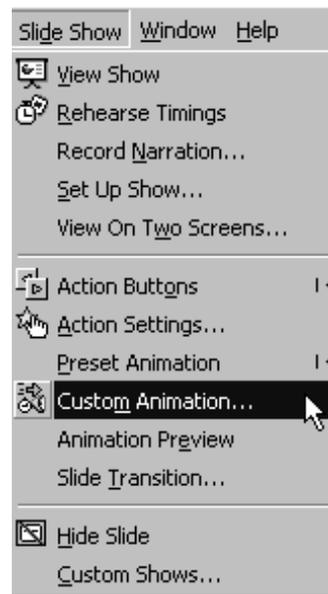
1. Select **New Slide** from the **Common Tasks** window. Select the **Title Only** slide.



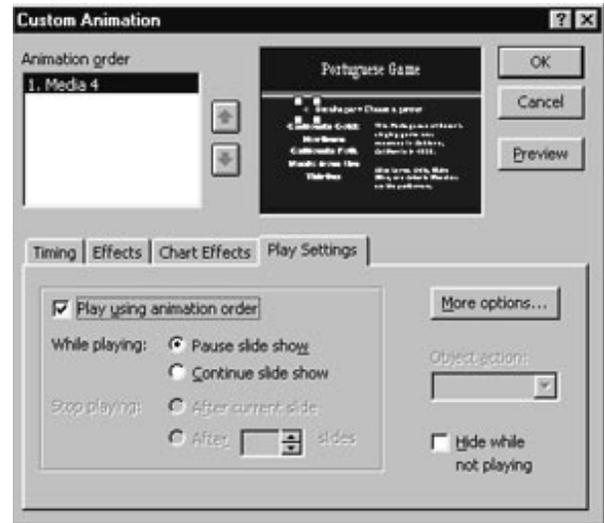
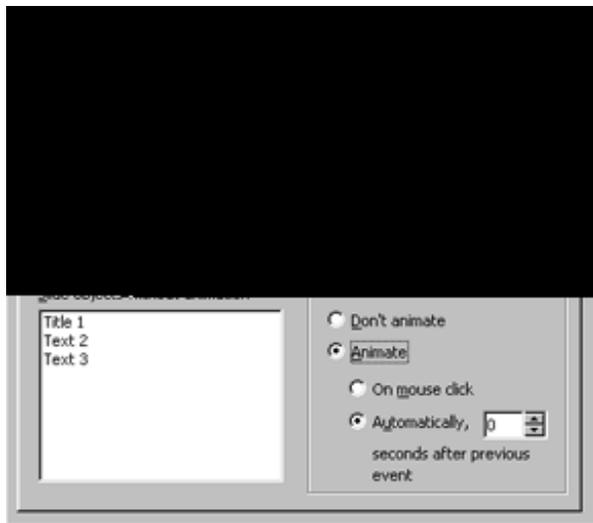
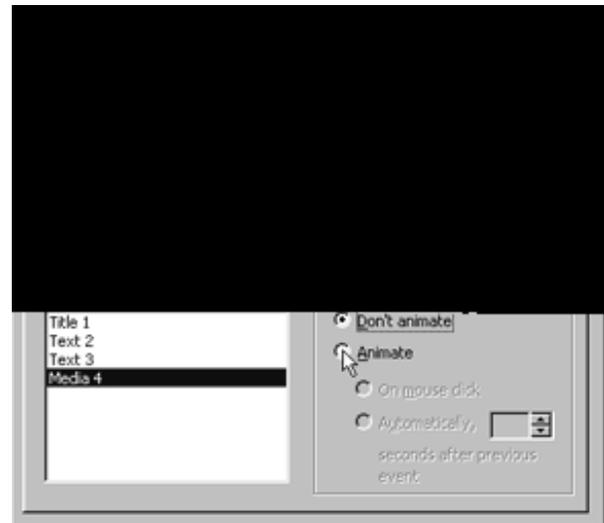
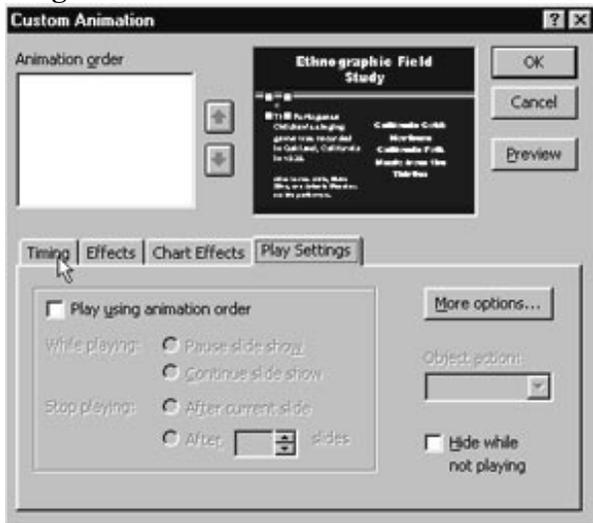
2. Insert a movie by selecting **Movies and Sounds** then **Movie from File** in the **Insert** menu. Choose the movie file from the directory where your movie files are stored. Then click **OK**. You will see the first frame of your movie on the slide. Add a title and any other descriptive information.



3. Highlight the **movie** and select **Custom Animation** from the **Slide Show** menu..



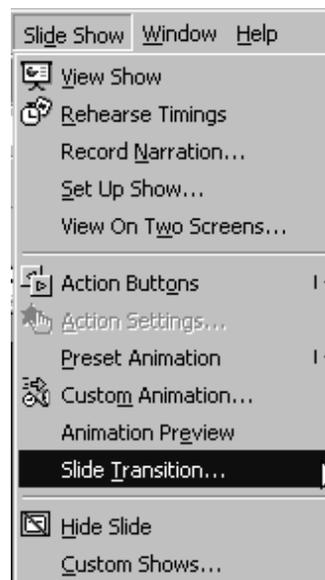
4. Select **Timing**. Select the **Media** file. Click on **Animate** and **On mouse click**. Next click on **Play Settings**. Select **Play using animation order** and **Pause slide show**.



Transitions

Transitions between slides will make the show look more professional. The transition you choose will precede the slide.

1. Go to your first slide, then select **Slide Transition** from the **Slide Show** menu.



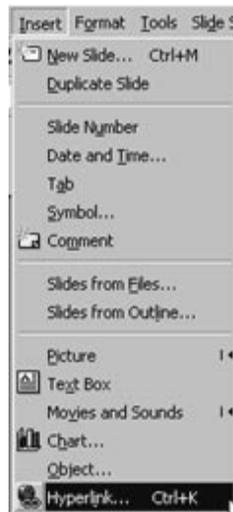
2. Choose the effect and speed you want for the transition. Choose whether or not you want to advance each slide with the mouse or automatically. You can also have a sound effect between slides. Then, click on **Apply** for the current slide or **Apply to All** for every slide.



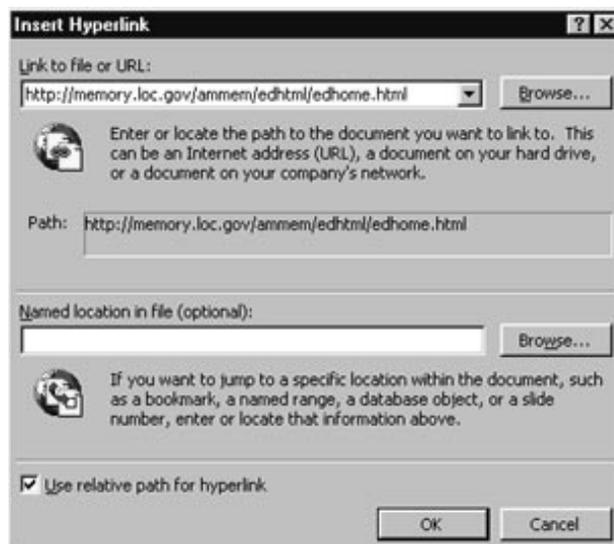
Hyperlinking

One of the great features of PowerPoint is the ability to link to Web sites or files.

1. To hyperlink text or images highlight the text or click on the image. Then, select **Hyperlink** from the **Insert** menu.



2. Browse, copy and paste, or type the URL in the box. Click **OK**.

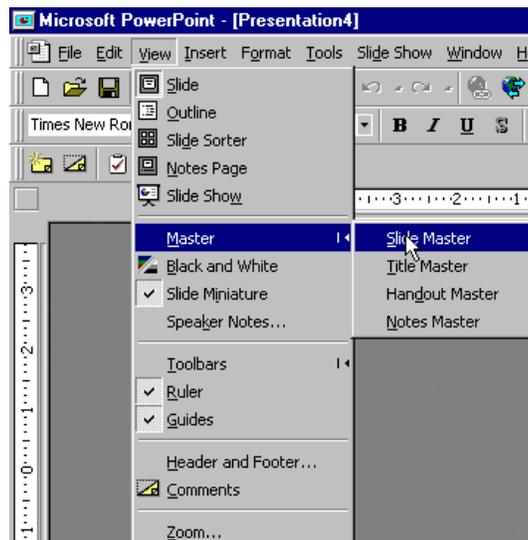


Saving the File

1. Save your file often. Select **Save As** from the **File** menu. Pull down on the arrow and choose **Presentation** as the file type (.ppt). Name your PowerPoint slide show and click on

Master Slides

1. Master slides allow items to be repeated on each subsequent slide. There are four types of master layouts, the slide master, title master, handout master, and notes master. Select **Master** from the **View** menu to edit these items.



2. Choose either **Slide Master** or **Title Master**. Click on the areas to make changes. Delete any items you do not want to use.

American Memory Gallery of Photographs



Schools. Interior with Children
Painting, Reading and Playing

*Architecture and Interior Design for 20th
Century America: Photographs by
Samuel Gottscho and William
Schleisner, 1935-1955*



Maypole Dance, Central Park, New York

*Touring Turn-of-the-Century America:
Photographs from the Detroit Publishing
Company, 1880-1920*



Rural School Near Milton, North Dakota,
1913 : Miss Margaret McKay, Teacher

*The Northern Great Plains, 1880-1920:
Photographs from the Fred Hultstrand
and F.A. Pazandak Photograph
Collections*



Tug-of-war at School,
Southeast Missouri Farms Project

*America from the Great Depression to
World War II: Black-and-White
Photographs from the FSA-OWI,
1935-1945*



Jumping Rope on Sidewalk in One of the
Better Neighborhoods of the Black Belt,
Chicago, Illinois

*America from the Great Depression to
World War II: Black-and-White
Photographs from the FSA-OWI,
1935-1945*



Children Playing Quoits on Deck of
Steamer Comus

*Touring Turn-of-the-Century America:
Photographs from the Detroit Publishing
Company, 1880-1920*

American Memory Gallery of Sound Recordings

The John And Ruby Lomax 1939 Southern States Recording Trip



Hiding-seek Song
Performer: Vera Hall

All hid? (Is it all hid?)- a Hiding-go-seek song- Text incomplete

Is it all hid? (No, no!)

Is it all hid? (No, no!)

Is it all hid?

I went down to de devil's town,
Devil knocked my daddy down.

Is it all hid?

Is it all hid? (No, no!), etc.



Macalilililion
Performer: Olga Acevedo

This song is sung in a game played like "Red Rover".

Buenas dias su senoria..Macalilililion
Que queria su senoria " "
Yo queria su-senerieuna se sus"hijas
...Macalilililion

A cual de ellas quiere Ud (?) " "

Yo queria a Fanchito " "

Pues quo oficio le pandremos " "

Le pandremos la tortillera " "

Pues haremos la fiesta todas

Todas, todas en general

Pues haremos la fiesta todas

Todas, todas en general



Ring Round Rosey
Performers: Group of Children

Ring around a Rosey

Ring around a Rosey, pocketful o' posies

Light bread, sweet bread, squat!

Guess who she told me, tralalalala

Mr. Red was her lover, tralalalala

If you love him, hug him!

If you hate him, stomp!

California Gold: Northern California Folk Music from the Thirties



Escolha par = Choose a Partner
Performers: Alice Lemos Avila,
Elzira Silva, and Antonio
Medeiros

Forms part of a group of field materials documenting Alice Lemos Avila and friends performing Portuguese songs and music from December 31, 1838 through April 12, 1939, collected by Sidney Robertson Cowell in Oakland, California.



O Senhor Ladrão = Oh Mister
Robber
Performer: Alice Avila

In this game the players join hands to form a circle in the center of which stands a lone boy or girl who is to be the "Senhor Ladrão" or "Mr. Robber". The ring revolves around him singing the song and keeping in step with the music. The lone player or "Mr. Robber" sings the last stanza of the song and at the words, "ONE OF THE MADAMS I SHALL EMBRACE" he chooses a person from among those in the circle and after embracing her, exchanges places with her. She then becomes the "Mr. Robber" and the game starts anew.



King William was King James'
Son
Performer: John McCready

First line of song: King William was King James' Son



John McCready

American Memory Gallery of Motion Pictures



Esquimaux game of snap-the-whip / Thomas A. Edison, Inc.

Inventing Entertainment: The Motion Pictures and Sound Recordings of the Edison Companies

The film, photographed from a single camera position, shows a large tent of animal skins in front of which are two spectators watching two participants perform a game of skill using whips.

The Edison company distributed this film and the film "Esquimaux Game of Leap-frog" as one film, entitled "Scene in the Esquimaux Village."

From a contemporary Edison film company catalog: SCENE IN THE ESQUIMAUX VILLAGE. Ungulado. [code for telegraphic orders]. The picture [shows] a number of Esquimaux picking nickels from cracks in a board with their dog whips, in which sport they are very expert. In the background will be seen one of their "Topeks," a sealskin tent in which they live during their short summer.



Fun in camp / Thomas A. Edison, Inc.; Producer, James White

Inventing Entertainment: The Motion Pictures and Sound Recordings of the Edison Companies

From Edison films catalog: Showing a group of soldiers and Red Cross nurses being amused by a number of small children who are riding upon the backs of trick bears. A remarkably fine picture, with U.S. Infantry camp in the background.

Filmed ca. June to September 1899, probably in Orange, New Jersey.

American Memory Gallery of Documents

Three Score Years and Ten,
Life-long Memories of Fort Snelling,
Minnesota, and Other Parts of the
West
Chapter V, p. 42
Charlotte Ouisconsin Clark Van
Cleve, 1819-1907

*Pioneering the Upper Midwest: Books
from Michigan, Minnesota, and
Wisconsin, ca. 1820-1910*

And then we had games, not croquet or any of those inventions which were then in the far future, but "hide and seek;" "blind man's buff;" "hide the handkerchief;" "hunt the slipper," and such old-fashioned sports which all enjoyed most heartily, till warned by the lengthening shadows that it was time to go home, which we generally reached in time to see the flag lowered to the roll of the sunset drum.

Dancing
by Mrs. Lilly Grove, F.R.G.S.,
and Other Writers

*An American Ballroom Companion:
Dance Instruction Manuals*

Some of the games of Scottish children seem to have been dances originally. For example, the merry-ma-tanzie is probably a corruption of Merry-May-dance, an old sport practiced on the first of May. Part of the song sung during the dance was, 'Here we go round the mulberry bush.'

Song Games for the Small Child

*American Life Histories: Manuscripts
from the Federal Writers' Project,
1936-1940*

This is a circle game; the children all fall to the floor on the last word.

Elephants

The elephant's walk is steady and slow
His trunk like a pendulum swings just so,
But when there are children with
peanuts around
He swings it up - - - - and he swings it down.

(A gymnastic game)

Mike Pelletier

*American Life Histories: Manuscripts
from the Federal Writers' Project,
1936-1940*

We used to play [Postoffice?], Spin the Plate, Play the [?], Catch the Rat, Blind Man's Bluff and The Turn Over Game. In that last one two of them used to lay down on the floor head to head and on their backs, and lock legs together and try to turn each other over. The girls used to play it, too. They'd wear bloomers or put on an old pair of pants, and some of them were pretty good at it. I've seen them turn some of the men over. Spin the Plate, Blind Man's Bluff, and Catch the Rat were kissin' games.

Subject Interview with
Mrs. Ella Johnson - Games

*American Life Histories: Manuscripts
from the Federal Writers' Project,
1936-1940*

We had a "joggling board." It was a long, resilient board that was pegged down to two end foundations. We children used to get on the board and bounce up and down. You could bounce by yourself, or with as many as the board would hold. (From the description of the "joggling board", it seems somewhat comparable to the "teeter boards" which consisted of a long, somewhat resilient plank of wood but which rested on a wooden horse placed at its center rather than on a horse at either end.

Children's Jump Rope Games

*American Life Histories: Manuscripts
from the Federal Writers' Project,
1936-1940*

Johny went over the ocean,
Johny went over the sea,
Johny broke a milk bottle,
And blamed it onto me.
I told ma.
Ma told pa.
Johny got a licking,
Ha! Ha! Ha!